



**REGULAR MEETING MINUTES**  
**Graton Community Services District (GCS D)**  
**Meeting of the GCS D Board of Directors**  
**Monday October 17, 2022 at 6:00 PM**  
**Various Locations – Teleconference Meeting Pursuant to**  
**Executive Order N-29-20**

**1. CALL TO ORDER 6:07 PM**

**A. BOARD ROLL CALL - Determination of a Quorum**

Board President, David Upchurch, H; Board Secretary, Jennifer Butler H; Max Wilmarth H; Lindsay Parker H.

**2. APPROVE ORDER OF THE AGENDA**

Max Wilmarth Motioned to approve the order of the agenda and Lindsay Parker seconded

Board President, David Upchurch, Y; Board Secretary, Jennifer Butler Y; Max Wilmarth Y; Lindsay Parker Y.

**3. PUBLIC COMMENT**

*At this time, the public may address the Board on subjects not on the agenda. Comments may not exceed three (3) minutes in length. While State Law prohibits Board action or discussion on any item not on the agenda, members of the Board may briefly respond to statements or questions from members of the public, provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting, or take action to direct staff to place a matter on a future agenda. Members of the public are asked to submit a speaker card for public comment in advance of the Chair calling for public comments.*

There were no public comments at this time.

**4. CONSENT CALENDAR**

Consent Calendar items are considered routine and will be adopted in one single motion with no separate discussion of the items. Directors or members of the public can request that specific items be removed from the Consent Calendar. When item(s) are removed, the Board will adopt the remaining Consent Calendar items in one single motion. After approval of the Consent Calendar, the Board will take action on pulled items as Business Before the Board.

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format or requires another person to assist you while attending this meeting, please contact staff at the Graton Community Services District office at (707) 823-1542 as soon as possible (no later than 10 days before the scheduled meeting) to ensure that arrangements for accommodation may be provided.

**CONFIRM EXPENDITURES AND REVENUE (TRANSACTIONS) LIST FOR SEPTEMBER 2022**

A. *September 2022 Transaction Detail Report*  
*YTD Budget to Actual Report*

B. **REVIEW SEPTEMBER 2022 OPERATIONS & CONSTRUCTION FINANCIAL SUMMARIES**  
*September 2022 Cash Balance Summary*  
*September 2022 Monthly Cost Report*

C. **REVIEW AND APPROVAL OF REGULAR MEETING MINUTES FROM SEPTEMBER 19, 2022**  
*Draft Minutes of the September 19, 2022 Board of Directors Meeting*

D. **REVIEW AND ADOPT RESOLUTION NO. 221017A TO CONTINUE VIRTUAL MEETINGS**  
*Resolution No. 221017A - Remote Meetings*

Jennifer Butler Motioned to approve the items on the Consent Calendar and Lindsay Parker Seconded

Board President, David Upchurch, Y; Board Secretary, Jennifer Butler Y; Max Wilmarth Y; Lindsay Parker Y.

**5. BUSINESS BEFORE THE BOARD**

A. **APPROVE THE DISTRICT ENTERING INTO AN OUTSIDE SEWER SERVICE AGREEMENT WITH MANZANA PRODUCTS CO INC. BASED ON THE PRICE, TERM AND RELATED PROVISIONS AS PRESENTED AT THE 10/17/22 BOARD MEETING AND AUTHORIZE THE GENERAL MANAGER TO NEGOTIATE AND EXECUTE A FINAL AGREEMENT WITH MANZANA PRODUCTS IN SUBSTANTIALLY THE SAME FORM AS PRESENTED ON 10/17/22, SUBJECT TO APPROVAL AS TO FORM BY THE DISTRICT GENERAL COUNSEL.**

Staff Report – Manzana Agreement

Manzana Agreement – Draft

Manzana Agreement – Draft REDLINE

General Manager Davisson explained to the Board this agenda item was previously discussed at the June meeting. The estimated average flows are 37,000–45,000 gallons per day maximum throughout the year. The projected revenue would be approximately \$158,688. General Manager Davisson also advised that Manzana agreed to a pay one-time connection fee of \$400,000. We are estimating 6-9 months for a connection with Manzana. Manzana wants to connect long term. Their wastewater strength will be reviewed every year for possible revenue adjustments based on the strength of their discharge.

Max Wilmarth Motioned to approve the Manzana agreement as listed, and Jennifer Butler seconded

Board President, David Upchurch, Y; Board Secretary, Jennifer Butler Y; Max Wilmarth Y; Lindsay Parker Y.

**B: RECEIVE AN UPDATE ON A SOLAR INCENTIVE PROGRAM THROUGH THE INFLATION REDUCTION ACT**

Board Secretary Jennifer Butler explained IRA (Inflation Reduction Act) may qualify Graton for 2023 direct reimbursement for the business energy investment tax credit. Secretary Butler explained this is not finalized quite yet but she will keep the Board apprised of the status once she is aware of additional information.

6. **INFORMATIONAL ITEMS FROM STAFF** – (No Action Required) The following items are informational in nature. Staff is available to the Board and Public to provide any additional information requested.

- A. **Receive an update on the Fiscal Year 2020 – 21 financial audit and consider staff recommendation to hold a special meeting on October 24, 2022 to receive an audit presentation by Maze & Associates**

General Manager Davisson advised the Board the audit is almost complete. He would like to have a special meeting on October 24<sup>th</sup> so the audit can be approved. Mays & Associates will explain the details of the audit to the Board and be available for questions.

- B. **Receive an update on the Forestville/GCSD Recycled Water activities**

General Manager Davisson has had a few meetings with the Ad/Hoc Committee. General Manager Davisson advised he has presented draft agreements. He explained to the Board there are a lot of opportunities for our recycled water. Once we get closer, we will discuss the various options in greater detail.

- C. **Receive an update on the Occidental pipeline feasibility study status**

General Manager Davisson advised he met with Sonoma County Water Agency. There are a lot of things happening. They received two bids from design engineering firms. They were both very qualified. The current goal is to have the Board review and sign no later than December. The pipeline will be done at no cost to Graton. All Board members acknowledged receiving the feasibility study for their review.

- D. **Receive an update on the floating solar project status**

General Manager Davisson mentioned he received information from Brian Hines. The project is moving along. The final structural engineering on the project will be completed tomorrow. PG&E is underway, and the solar panels are in the United States in Customs.

- E. **Receive an update on the conversion to liquid sodium hypochlorite for interim disinfection.**

General Manager Davisson approved the purchase of the analyzer. The analyzers we had are not serviceable. A new one has been ordered for the end at \$16,000 each. We will be looking to see if we can fix one of them. The current status is 1 that is new and two that are being evaluated. Once they are evaluated the Board will be updated with the status.

- F. **Receive an update on the Lift Station Generator Repair/Replacement assessment**

General Manager Davisson stated he looked at the cost to replace or to rebuild our current generator. He thinks that maintenance and reseals may be a good idea in

addition to looking at things to make sure we have what we need in the event of another power outage.

**G. Receive an update on the Mandatory Minimum Penalties (MMP) assessment by the State Water Resources Control Board**

General Manager Davisson advised the Board we were hit with five \$3,000 penalties totaling \$15,000 for noncompliance. We were able to get the penalties lowered to \$3,000. Going forward we will take the necessary steps to prevent this type of error and avoid additional penalties.

**H. Receive an update on “In House” Finance management**

We have been using Sonoma County as our accounts payable, budgeting, financial management. General Manager Davisson has been looking at more efficient ways to get our bills paid and have payments issued in a timelier manner. He is looking into several options that may work better for this district and update the Board with the options.

**7. GENERAL MANAGER’S REPORT TO THE BOARD**

**A. Treatment Plant Operations Update**

- Operations Report
- Overtime report

The Operations and Overtime reports were reviewed and discussed. Questions were asked and answers were provided to the Board.

**B. Collection System Operations and Maintenance Update**

GCSO Sewer Repair and Rehabilitation needs

Chad advised the Board that he is working with the Regional Board to make the necessary improvements.

**8. GENERAL MANAGER ANNOUNCEMENTS**

General Manager Davisson did not have any announcements.

**9. BOARD MEMBER REPORTS**

Do we want to talk about inquiry for the open seat? President Upchurch stated he will reach out and obtain additional information and report back to the Board at the next meeting.

**10. FUTURE AGENDA ITEMS FOR CONSIDERATION**

None at this time

**11. ADJOURNMENT 8:01 PM**

---

Minutes Approved

Board Meeting 10/17/22

4 of 4

---

Date